

UNITED STATES DISTRICT COURT  
WESTERN DISTRICT OF TEXAS  
AUSTIN DIVISION

## Requirements for Attorney Admissions

Welcome to the Austin Division of the Western District of Texas! These guidelines are meant to supplement the admissions requirements set forth in [Local Rule AT-1, Admission and Discipline of Attorneys](#). Please read those requirements carefully before preparing your application packet. ***Please note that these guidelines apply to the Austin Division only; other divisions may set forth different requirements.***

### The Application and Admissions Process

You must submit the following documents to the Clerk's Office at 200 West Eighth Street, Austin, Texas 78701:

- Completed [application for admission](#) with notarized signature.
- Three letters of reference from attorneys who are admitted and in good standing to practice in the Western District of Texas.
- Attorneys residing outside the Western District of Texas may submit three letters of recommendation from attorneys admitted to practice in the federal district court in which the attorney resides.
- Certificate of Good Standing from the Supreme Court of Texas (or the State Bar of Texas)
- Certificate of Good Standing from every other bar of which the attorney is an active member.

In addition, you must provide written documentation that you have completed a course regarding federal court practice, such as:

- Participation in the seminar, "A Day in Federal Court," offered by the Travis Co. Women's Bar Association. It is offered live each spring at the Austin courthouse, or attorneys may check out a videotape. Contact Karen Gutierrez at (512) 288-3928.
- Completion of the course titled "Federal Court Practice" offered jointly by the Texas Young Lawyers Association and the State Bar of Texas. (Contact TYLA at <http://www.tyla.org>.)
- Other courses regarding federal court practice that qualify for mandatory continuing legal education (MCLE) credit by the State Bar of Texas may also be accepted.
- Out-of-district attorneys may request other arrangements to fulfill the federal court practice education requirement.

Please submit the \$170.00 application fee with your application. Make checks payable to **U.S. District Clerk, Western District of Texas**. Attorneys employed by any municipal, state, or federal governmental agency are exempt from paying this fee.

After your completed application has been received, it is forwarded to the Division's standing Attorney Admissions Committee for consideration. The review and approval process generally takes thirty days, unless the Committee requires additional information from the applicant.

Applicants who are approved for admission will be notified by letter, which will include the dates of upcoming admissions ceremonies. The ceremonies are held every second Tuesday of the month by one of the Division's district judges; each approved attorney must be accompanied by a sponsor who is admitted to practice in the Western District of Texas. The sponsor will introduce the attorney to the court, vouch for his or her good moral character, and so affirm in writing. After the ceremony, the newly-admitted attorneys will sign the official roll of attorneys maintained by the Clerk's Office.

Out-of-district attorneys may request permission to be administered the oath by a federal district judge in their home district. If permitted by this court, the admissions clerk will provide you with the appropriate documents.

Attorneys who do not complete the admissions process within one year will be automatically expunged from the applications records.

### **Admissions Renewal Process**

- Attorneys who have let their memberships lapse and whose status reflects "Must Reapply" in our attorney database can now renew their memberships by sending a cover letter to the Clerk's Office with their current contact information along with a check for \$25.00.
- Attorneys who are in good standing DO NOT need to renew their membership until January 2006. Please check back in late 2005 for additional information.

### **Still Have Questions?**

Please contact us via email or telephone at:

[Austin Attorney Admissions@txwd.uscourts.gov](mailto:Austin_Attorney_Admissions@txwd.uscourts.gov)

(512) 916-5896, extension 243

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